

Recruit Screening Background Checks  
RFP-#17/03/P

Listed below are questions that have been raised concerning the aforementioned RFP.

1. Why are you evaluating new providers for background screening services?
  - a. The contract that we had with the previous provider expired.
2. Who is your current provider of background screening services? Please provide pricing, if possible.
  - a. Safe Hiring Solutions was the last provider. Approximate cost for 375 backgrounds completed was \$7000.00
3. In regards to pricing, would you be interested in seeing pricing for a NM statewide criminal search and county criminal searches for counties of residence outside of NM? This combination of searches may be more cost-effective for the City as opposed to searching all statewide of residence outside of NM.
  - a. Yes, the pricing should include all national searches.
4. Would you like the vendor to provide pricing for drug testing?
  - a. We are not requesting pricing for drug testing with this RFP.
5. The annual cost proposal is requested for July 1, 2016 through June 30, 2020. Do you have an estimated annual volume? Will all of the requested searches be performed on each applicant?
  - a. In the past year, the volume has been 375. Yes, all searches need to be performed on each applicant.
6. On page 3, the RFP states that two copies of the proposal are required. On page 11, it states that one original and four copies of the proposal are required. Please confirm the number of copies the vendor needs to submit.
  - a. One original and four copies are needed.
7. On page 11 of the RFP, you request a copy of the vendor's current City of Santa Fe Business License as a part of the submittal requirements. Are companies located outside the City of Santa Fe required to submit this license?
  - a. If awarded the contract, the vendor will need to obtain a City of Santa Fe Business License at that time.
8. In regards to the sample contract that was provided, are vendors required to sign and return it with our response, or will this be completed after an award decision is made?
  - a. The contract will be signed upon award.
9. The Background is to search all states and federal districts that are identified through the SSN trace within the last 10 years, and provide any criminal results for at least 10 years?
  - a. Yes, for the last 10 years.
10. If the applicant has history in a state that does not have an available statewide search, may we run County Criminal Record Searches for all counties that are identified by the SSN trace?
  - a. Running the NCIC, would be necessary along with the county searches.
11. Please give an example of a type of "action/alert" you looking for in a driving record. Do you need monthly monitoring?
  - a. An example of an action or alert would be, "Alert—actions found on driving record". If the system allows for a follow up alert on further actions, that is preferred.
12. Do you require only one Personal Reference Verification?
  - a. Three references are necessary for the RFP.